

**THE AFRICAN METHODIST EPISCOPAL ZION CHURCH**  
**GENERAL OFFICER JOB DESCRIPTION**  
**General Secretary-Auditor (GSA)**

**Position Title:**  
**General Secretary-Auditor**

**Classification:**  
Exempt

**Salary Range:**  
Determined by Connectional Budget Department's predefined range.

**Reports to:**  
Board of Bishops and Board of Records, Statistics and Archives

**General Description:**  
Summary/Objective

The General Secretary-Auditor (GSA), the first among all General Officers, is responsible for serving as the official posit for all legal documents and the repository for all doctrine, polity, information and research for The A.M.E. Zion Church. The GSA shall maintain the Official Denominational Journal and Seal and record and maintain the minutes of all official gatherings of the Denomination. The General Secretary-Auditor (GSA) shall serve as a member of the Central Management Team for purposes of providing guidance and collaboration to the General Officer Team (G.O.T.). The GSA shall also serve as chief consultant to the Commission on Discipline Codification and the Committee on Compilation and shall oversee the responsibilities of the Archivist function.

The GSA shall report to the Board of Bishops for official conduct, who shall have the power, for sufficient cause, to remove from office and fill the vacancy. The General Secretary shall also report to the Chairman and Board of Records, Statistics and Archives for matters of records, research and archives. The GSA shall perform auditing duties as outlined by the Book of Discipline. The election of the General Secretary-Auditor shall follow immediately the election of Bishops, when there are Bishops to be elected, otherwise it shall be the first in order of the General Officers. The tenure of office shall be for four years, or until a successor is elected.

**Essential Functions:**

- To record the proceedings of the General Conference.
- To record the proceedings of the Connectional Council, and to include a summary statement in the Denominational Journal of the transactions of the Board of Bishops.
- To take charge of the Denominational Journal (hereafter, the Journal), the books, papers, documents, and other property belonging to the General Conference, not otherwise provided for.
- To record the names of all the Delegates-elect to the ensuing General Conference, which names shall be sent to the GSA immediately upon their election, by the Secretary of each Annual Conference.
- To record a brief historic statement in the Journal of the Connection of any and all

**THE AFRICAN METHODIST EPISCOPAL ZION CHURCH**  
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- official acts of the Board of Bishops and the Connectional Council; the deaths, resignations and changes occurring among the General Officials of the Church.
- To edit and issue all necessary blanks, receipt books, credentials and certificates for the use of the Bishops, Presiding Elders, Pastors, and Conferences.
  - To develop and present instructions for usage of all reporting systems, forms and blanks.
  - To issue credentials to the newly elected Bishops which shall be signed by the Senior Bishop and General Secretary-Auditor; to issue Certificates of Appointment of Bishops to their respective Districts and General Officers to their respective positions; to issue Certificates of Indebtedness to the Bishops and General Officers of any back salary that may be due them, and to furnish the Bishops with official stationery.
  - To keep the Seal of the Connection and see that all official papers issued by the GSA bear its stamp.
  - To keep in the office's ledger a record of all the indebtedness of the Connection.
  - The GSA shall, under the direction of the Board of Audit, visit each General Office once a year, audit the accounts and report his/her findings to the semi-annual session of the Board of Bishops.
  - To present a report of the official acts to the semi-annual meeting of the Board of Bishops, and a Quadrennial Report to the General Conference.
  - To make an annual publication in the Church Organ or otherwise, on the first of June of the aggregated Statistical Table of the whole connection.
  - To determine the expense of Bishops, General Officers, and delegates for attendance to the General Conference, according to the law regulating General Conference representation.
  - The 50<sup>th</sup> Quadrennial Session of the General Conference directs that a Book of Resolutions be produced, codified according to subject matter, digitized for reference purposes, and updated following each General Conference. The General Secretary-Auditor's office shall be responsible for the development and implementation of this process, as well as for the permanent record of the General Conference which shall include adopted resolutions. The Book of Resolutions shall include all adopted resolutions beginning with the 2008 General Conference.
  - The General Secretary shall be responsible for the permanent record of the General Conference, which shall include adopted resolutions. Resolutions and positions adopted by the General Conference are effective until they are specifically rescinded, amended, revised, or superseded by action of a subsequent session of the General Conference.
  - A Handbook of Duties and Functions of the Administrative Boards shall be developed by the office of the General Secretary-Auditor and placed on the official A.M.E. Zion website as a reference document within twelve (12) months after the close of the 50th Quadrennial Session of the General Conference.
  - Responsible for the application, vetting, interviewing and certifying of all candidates seeking the office of General Officer or Bishop.
  - Responsible for Securing and managing the process of voting during the General Conference.

**THE AFRICAN METHODIST EPISCOPAL ZION CHURCH**  
**GENERAL OFFICER JOB DESCRIPTION**  
**General Secretary-Auditor (GSA)**

- The General Secretary-Auditor shall keep a record of the dates and places of birth of all the Ministers of Annual Conferences together with the dates of their administration, licensing and ordination. This information shall be forwarded to the General Secretary-Auditor by the Secretary of each Annual Conference. This information should also be sent to the Office of Zion Benefit Services.
- Manage and give general oversee to all matters pertaining to the role and function of the Archivist, Historical Society and the Walls Advisory Board.
- Provide general management and oversight to the Office of Convention Management (2024).
- In order to deal adequately and effectively with The A. M. E. Zion Ministry to the Armed Forces, and the Chaplains of the Veterans Administration, the General Secretary-Auditor's office will serve as the headquarters for our Armed Forces Ministry for the purpose of procurement, and general oversight of the chaplaincy and shall keep a record of the number in service and the number of "slots" and vacancies in all branches.
- The General Secretary-Auditor, or designee, shall be a member of the Board of Endorsers. All endorsements are to be signed by the Bishop who serves as chairman of the Board of Endorsers.
- The General Secretary-Auditor shall be appointed to serve as a member of the National Organization of Endorsers (National Conference on Ministry to the Armed Forces "NCMAF"), with expense for meetings paid from the denominational transportation and representation funds.
- The General Secretary-Auditor will hold the same membership on the Board of Veterans Administration Endorsers, which meets at the time of the National Conference Endorsers meeting.
- The General Secretary-Auditor shall insert a notice in The Star of Zion that all applications for the Armed Forces and V.A. Chaplaincy will be sent to the General Secretary's office; and that the applicant must have a letter of recommendation sent by his/ her Bishop.
- The General Secretary-Auditor's Office shall, upon receipt of an application, gather the necessary data, and send the completed forms to the Chairman of the Board of Endorsers, who will be able to confer with the other Bishops on the advisability of endorsing.
- All A. M. E. Zion ministers now on active duty or in reserve status in all branches of the Armed Forces, including the Veterans Administration are to be advised of the establishment of the Armed Forces Ministry Office. They are required to keep the General Secretary-Auditor's Office informed of all changes in assignments, status, rank; of awards, citations, and disciplinary actions against any of them; each chaplain is required to send to the Secretary's office a service type report at least once per year. The General Secretary will notify each chaplain of the time and place of the sessions of the Annual Conference to which he/she belongs to which he/she is required to report either in person or in writing.
- It shall be the duty of the General Secretary-Auditor to ensure that our chaplains are supplied with Disciplines, Minutes, Wall's History, The Star of Zion, The Missionary Seer, The Quarterly Review, and The Church School Herald-Journal, at

**THE AFRICAN METHODIST EPISCOPAL ZION CHURCH**  
**GENERAL OFFICER JOB DESCRIPTION**  
**General Secretary-Auditor (GSA)**

- their expense; and that samples of our other church publications shall be supplied to the chaplains at our expense.
- All problems and complaints by or against a Chaplain shall be referred to the Chairman of the Board of Endorsers with all documents involved.
- Any A.M.E. Zion Chaplain who decides to change denomination while on active duty will have his/her endorsement withdrawn on the date that he/she notifies either denomination; and any chaplain of another denomination wishing to join The A.M.E. Zion Church must undergo our endorsement procedures.
- The General Secretary-Auditor shall notify the Chief Financial Officer at the time for payment of the denominational share for the support of the National Conference on Ministry to the Armed Forces and forward the same.
- The Office of the General Secretary-Auditor shall oversee the application, vetting and certification process of all candidates for General Officer and Episcopal vacancies.
- On the day of election, the General Secretary-Auditor shall make available copies of the full list of candidates in alphabetical order. The election shall be conducted electronically, following instructions from the conductors of the electronic voting process authorized by the GSA and the Board of Records, Statistics and Archives. Each delegate shall vote for the candidate of his or her choice.
- The General Secretary-Auditor shall keep a record of the dates and places of birth of all General and Episcopal Officers and the Ministers of the Annual Conference together with the dates of their administration, licensing and ordination. This information shall be forwarded by the Secretary of the annual conference.
- The General Secretary-Auditor shall oversee the Archival Function of the Church and shall serve or appoint representatives to serve on the Walls Advisory Board and all affiliated organizations, of which the GSA shall serve as a Principal.
- The General Secretary-Auditor's office shall serve as the office for development, training and deployment of materials for leadership doctrine, polity, information and research.

**Qualifications and Competencies:**

**SPIRITUAL MATURITY AND VITALITY**

Must meet all the biblical qualifications for church leadership. They will need seasoned faith and maturity as demonstrated by many years of consistent and faithful Christian living and service.

**PERSONAL MATURITY AND MINISTRY-CONGRUENT CHARACTER**

Must be emotionally healthy, resilient, constructive, and wise, demonstrating the personal qualities that mark strong leadership and durability. They will require strong interpersonal skills and should be recognized as a servant-leader, be outgoing and friendly.

**FAMILY ALIGNMENT**

It is essential that the General Officer be able to balance wisely the responsibilities of home and work.

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**MINISTRY CALLING AND GIFTING**

Should be able to verbalize a sense of God-given calling to vocation. They must have gifts that are strategic to the fulfillment of the position description: leadership, administration, and teaching.

The General Conference shall elect a General Secretary-Auditor who shall be:

- A member of The A.M.E. Zion Church, in good standing, for no less than ten years, who is well experienced in the Councils of the Church, and whose literary qualifications are well fitted for discharging the duties incumbent upon the Office.
- Candidate shall have a minimum of 10 years' experience in upper management, preferably in a non-profit, or mission-oriented organization with a budget of at least \$2 million such as business, non-profit, or mission directed company.
- They shall hold at least a master's degree in a field of theology.
- They shall demonstrate an aptitude in:
  - A.M.E. Zion Church Doctrine and Polity,
  - Parliamentary Procedure,
  - Identifying and Leading competent staff,
  - Conflict resolution,
  - Problem solving,
  - Information Technology Competencies,
    - i. Church Database Management Systems,
    - ii. Accounting Management Systems,
  - Comparative and quantitative analysis,
  - Administrative and Managerial skills such as:
    - i. Leadership, planning and organization, and
    - ii. Able to apply organizational theories to solve various business issues, while practicing sound decision-making.
  - Required to give bond in the sum of \$100,000.00 for the faithful discharge of his/her duties.
  - Other duties as the position may require to fulfill the responsibilities of the position.